

Internet/Intranet Usage Guidelines



IMPORTANT:

Employees are responsible for reading and abiding by these guidelines.


- Employees may use the Internet/Intranet to assist them in performing their official duties.
- In general, use of government equipment is for official business only, however, employees may spend time exploring the Internet for training and learning purposes as long as it does not interfere with performing their official duties.
- The Internet is a public network. An employee's travels on the Internet are electronically documented and are not private. Employees' travels on the Internet are not confidential.
- Electronic communications are agency records. Agency officials such as system managers and supervisors may access electronic communications in the normal course of official business.
- Be particularly aware that some material posted on the Internet is subject to copyright use and duplication limitations.
- Employees should remember that they are using the Internet/Intranet as an employee and representative of GSA and should promote a positive image for the agency.
- Employees must be aware of computer security and guard against computer viruses. Downloading files from the Internet presents a heightened risk in this area. Contact your local LAN system managers if you have any doubts or questions regarding computer or network security issues.
- Electronic communications may be disclosed within GSA to employees who have a need to know in the performance of their duties. Electronic communications may be disclosed externally in accordance with applicable law or regulations.
- Employees are expected to use the Internet/Intranet in accordance with the following Ten Commandments of Computer Ethics.


THE TEN COMMANDMENTS FOR COMPUTER


ETHICS


from the Computer Ethics Institute


1. Thou shalt not use a computer to harm other people.
 2. Thou shalt not interfere with other people's computer work.
 3. Thou shalt not snoop around in other people's files.
 4. Thou shalt not use a computer to steal.
 5. Thou shalt not use a computer to bear false witness.
 6. Thou shalt not use or copy software for which you have not paid.
 7. Thou shalt not use other people's computer resources without authorization.
 8. Thou shalt not appropriate other people's intellectual output.
 9. Thou shalt think about the social consequences of the program you write.
 10. Thou shalt use a computer in ways that show consideration and respect.
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 [Responsible Use and Ethics](#)

 [Inappropriate Usage](#)

 [Learning and Training](#)

 [Agency Policies](#)

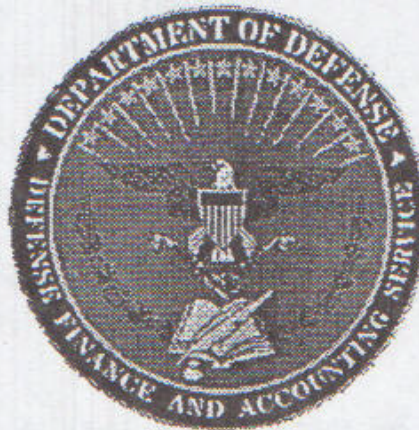
 [Federal Laws](#)

 [Copyright Protection](#)

HOME

HELP

SEARCH



U.S. Government Computer System Warning and Disclaimers

Although DFAS Lane welcomes browsers and surfers from all domains, it is important travelers on DFAS Lane understand the following warnings and disclaimers:

WARNING: This is an official U. S. Government computer system operated for authorized, unclassified use only. Do not discuss, enter, transfer, process nor transmit classified/sensitive national security information of greater sensitivity than that for which the system is authorized. This system is monitored to ensure proper operation, to verify the functioning of applicable security features, and for other like purposes. Unauthorized attempts to upload or change information; to defeat or circumvent security features; or to utilize this system for other than its intended purposes are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable statutes and regulations. Only authorized DFAS personnel may make changes to the information or software content of the DFAS Web Server.

DISCLAIMER OF LIABILITY: With respect to documents available from this server, neither the United States Government, nor the Department of Defense, nor the Defense Finance and Accounting Service nor any of their employees, makes any warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights.

DISCLAIMER OF ENDORSEMENT: Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or the Defense Finance and Accounting Service. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government, the Department of Defense, or the Defense Finance and Accounting Service, and shall not be used for advertising or product endorsement purposes.



DEPARTMENT OF THE ARMY
ADMINISTRATIVE
105 ARMY PENTAGON
WASHINGTON DC 20310-0105
27 February 1998

Read File

AL 2

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,
DEPARTMENT OF THE ARMY

SUBJECT: Mass Electronic Mail Distribution


There have been several recent instances of inappropriate use of e-mail. The computer systems supporting HQDA do have resource limits and mass mailings often have an adverse impact on system responsiveness and availability. Further, these mass mailings have not usually been official in nature.

Individuals need to be reminded to think before choosing mass e-mail distribution. Selecting an inappropriate distribution may result in messages going to thousands of users, including those who have no need to know. The problem can be further compounded if recipients of mass mailings select "reply all" to respond, thus perpetuating and exacerbating the situation.

Attachment management is also a concern. Many corporations limit the size of e-mail attachments. Persons who utilize mass electronic distribution and include large attachments can inflict devastating impacts on system performance. While the Information Management Support Center (IMCEN) currently does not restrict this capability, continued abuse will certainly lead to future limitations.

Those individuals who enter their official e-mail address on web sites run a risk of becoming part of electronic direct mail distribution lists. These are used for direct mailings and are often sold to third parties and then the individual receives unsolicited e-mail. Should this happen, ask them to notify your agency system administrator, information manager or the agency IMCEN point of contact.

E-mail facilitates communication, data sharing, and business. Usage needs to employ a common sense business approach for appropriate dissemination. Abuse will not only result in appropriate action to individual users, but may also force the establishment of system restrictions potentially adversely affecting capabilities for all customers. I encourage your involvement and solicit your support in ensuring our population gets the word and understands the significance of proper e-mail content and distribution. With proper e-mail management, the computer systems and networks will continue to contribute positively to our ability to accomplish our missions.


Joel B. Hudson



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
WASHINGTON, D.C. 20310-0105



6 February 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personal Use of Telephones, E-Mail, and the Internet

All subordinate offices will comply with the policies established in this memorandum. Directors may establish more restrictive guidance.

During duty hours, you may use government communication resources (telephones, E-mail, and the Internet) for brief communications related to your personal affairs. As a rule, brief means three minutes or less. This authority extends to banking transactions, checking in with family, and making appointments. Whenever possible, communications should be made during non-duty hours, authorized breaks or lunch.

During non-duty hours, you may use these resources for longer periods for personal communications, professional development or browsing.

This authority is subject to the following prohibitions.

- a. Use cannot result in any charges to the Government.
- b. Resources cannot be used for group mailings, profit or nonprofit businesses, political purposes or fundraising.
- c. Resources cannot be used for any activity that would bring discredit on the Army. This restriction requires the application of good judgment. Some obvious examples of bad judgment include use involving pornography, racism, sexism and hate groups.
- d. The Internet may not be used without a current virus checker on your workstation. No system software may be downloaded and installed on your work station without system administrator approval.

All use of government communications is subject to monitoring.


Joel B. Hudson

**Guidelines for the Use of Laptop Computers
Belonging to the Office of the DoD General Counsel**

Laptop computers acquired by the Office of the DoD General Counsel (OGC) are available for assignment to employees of OGC and the Defense Legal Services Agency (DLSA) who need them to perform official work away from their offices.

The individual who accepts a computer assumes responsibility for it and all associated equipment, including modems, cables, batteries, and documentation. Personnel should make every effort to safeguard the equipment and to return it to the Computer Support Office upon request; or when need for the equipment has ended, but not later than 180 days after the date of issue.

These are the general rules for the use of Government equipment, as prescribed in DoDD 5500.7-R, Joint Ethics Regulation (JER):

2-301. Use of Government Resources.

b. Other Federal Government Resources. . . . Federal Government resources, including personnel, equipment, and property, shall be used by DoD employees for official purposes only, except as follows:

(1) Agency Designees may permit their DoD employees to make limited personal use of Federal Government resources other than personnel, such as typewriters calculators, libraries, and other similar resources and facilities, if the Agency Designee determines the following:

(a) The use does not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization;

(b) The use is of reasonable duration and frequency, and made only during the DoD employee's personal time such as after duty hours or lunch periods;

(c) The use serves a legitimate public interest (such as supporting local charities or volunteer services to the community; enhancing the professional skills of the DoD employee; job-searching in response to Federal Government downsizing);

(d) The use does not put Federal Government resources to uses that would reflect adversely on DoD or the DoD Component (such as involving commercial activities; unofficial advertising, soliciting or

selling; violation of statute or regulation; and other uses that are incompatible with public service); and

(e) The use creates no significant additional cost to DoD or the DoD component.

Consistent with the above regulation, it is the policy of the Office of the General Counsel that when official demands on OGC or DLSA personnel justify the issuance of office laptop computers, such computers may be employed away from the office for personal uses that are not detrimental to the official purposes for which they were issued. These are specific limitations:

1. The computer may only be used by the assigned individual and not by any other persons, including members of his or her household.
2. The computer will be kept at the home of the assigned individual. Any computer taken on travel will be kept in the presence of the assigned individual or otherwise appropriately safeguarded.
3. The computer may be used for personal correspondence but personal e-mail should *not* be sent over the Government's network except as authorized by the above quoted JER guidelines.
4. No software, hardware or peripherals may be installed except by the General Counsel's Computer Support Office.
5. Damaged or malfunctioning computers will be returned immediately to Computer Support for required servicing.
6. Computers or components containing classified information must be handled in accordance with all applicable security requirements.

I understand the above rules and will comply with them.

Date _____ Name: _____

Office telephone no. _____ Home Telephone no. _____

Computer make _____ model _____ serial no. _____

Novotne, Alfred H., Mr., OTJAG

From: Johnson, Richard D., CW2, OTJAG
Sent: Wednesday, April 22, 1998 10:00 AM
To: OTJAG-JAG WAN Personnel
Subject: FW: [R] INAPPROPRIATE USE OF ELECTRONIC MAIL (E-MAIL)

RTAUZYUW RUEADWD5936 1101546-UUUU-RUEASRA RUEASRB RUEASRT. ZNR UUUUU
R 151106Z APR 98 FM HQDA WASHINGTON DC//SAIS-ZA// TO AIG 12578 AIG 7405 ARSTAF
AIG 7406 INFO RUEADWD/HQDA WASHINGTON DC//SAIS-IMC// BT UNCLAS

SUBJECT: INAPPROPRIATE USE OF ELECTRONIC MAIL (E-MAIL)

A. TITLE 5, CODE OF FEDERAL REGULATIONS, PART 2635, "STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH"

B. DOD REGULATION 5500.7-R, JOINT ETHICS REGULATION, SECTION 2-301.

C. ASD (C3I) MEMORANDUM, SUBJECT: USE OF DOD INFORMATION AND TELECOMMUNICATIONS SYSTEMS, DATED FEBRUARY 1, 1997.

1. PURPOSE. THIS MESSAGE EMPHASIZES THE IMPORTANCE OF FOLLOWING APPLICABLE LAW AND DOD AND ARMY POLICIES IN USING ELECTRONIC MAIL (E-MAIL) TO ENSURE THAT INAPPROPRIATE USE OF ARMY E-MAIL SERVICES DOES NOT DISRUPT ARMY AND DEFENSE COMMUNICATIONS SYSTEMS.

2. APPLICABILITY. THIS MESSAGE APPLIES ARMY-WIDE TO ALL ARMY E-MAIL USERS, SERVICE PROVIDERS, NETWORK ADMINISTRATORS, AND SYSTEM OWNERS.

3. RESPONSIBILITIES.

A. PURSUANT TO REFERENCES A THROUGH C AND ANY LOCALLY PROMULGATED E-MAIL POLICIES, ARMY COMMANDERS AND SUPERVISORS AT ALL LEVELS SHOULD MAKE ANYONE USING THE E-MAIL SYSTEM AWARE OF PERMISSIBLE AND UNAUTHORIZED USES OF ARMY E-MAIL. ARMY E-MAIL USERS MUST KNOW THAT INAPPROPRIATE USE OF ARMY E-MAIL SYSTEMS MAY BE A BASIS FOR CONSIDERATION OF DISCIPLINARY ACTION AGAINST SOLDIERS AND CIVILIAN EMPLOYEES.

B. CONSISTENT WITH REFERENCES A THROUGH C, ARMY E-MAIL USERS SHOULD USE E-MAIL RESOURCES RESPONSIBLY AND ABIDE BY NORMAL STANDARDS OF PROFESSIONAL AND PERSONAL COURTESY AND CONDUCT AT ALL TIMES. IN PARTICULAR, ARMY E-MAIL OR OTHER TELECOMMUNICATIONS SYSTEMS WILL NOT BE USED IN A WAY THAT WOULD INTERFERE WITH OFFICIAL DUTIES, UNDERMINE READINESS, REFLECT ADVERSELY ON DOD OR THE ARMY (SUCH AS USES INVOLVING PORNOGRAPHY; CHAIN LETTERS; UNOFFICIAL ADVERTISING, SOLICITING OR SELLING VIA E-MAIL; AND OTHER USES THAT ARE INCOMPATIBLE WITH PUBLIC SERVICE), OR FURTHER ANY UNLAWFUL ACTIVITY

C. AS PROVIDED IN REFERENCE B, USERS OF ARMY E-MAIL SERVICES WILL NOT USE THESE SERVICES IN A MANNER THAT OVERBURDENS ARMY TELECOMMUNICATIONS SYSTEMS. USERS SHOULD NOT SEND E-MAIL THAT COULD REASONABLY BE EXPECTED TO CAUSE, DIRECTLY OR INDIRECTLY, EXCESSIVE STRAIN ON ANY COMPUTING FACILITIES, OR UNWARRANTED OR UNSOLICITED INTERFERENCE WITH OTHERS' USE OF E-MAIL OR E-MAIL SYSTEMS. SUCH INTERFERING USES INCLUDE, BUT ARE NOT LIMITED TO, THE USE OF E-MAIL SERVICES TO:

(1) SEND E-MAIL CHAIN LETTERS,

(2) "SPAM," THAT IS, EXPLOITING LISTSERVICES OR SIMILAR GROUP BROADCAST SYSTEMS FOR PURPOSES BEYOND THEIR INTENDED SCOPE TO PROVIDE WIDESPREAD DISTRIBUTION OF UNSOLICITED E-MAIL;

(3) BROADCAST UNNECESSARY ADVERTISEMENTS OF ARMY SERVICES;

(4) "LETTER-BOMB," THAT IS, TO SEND THE SAME E-MAIL REPEATEDLY TO ONE OR MORE RECIPIENTS TO INTERFERE WITH THE RECIPIENT'S USE OF E-MAIL;

(5) BROADCAST E-MAIL MESSAGES OF DAILY QUOTATIONS, JOKES, OR OTHER SIMILAR TRANSMISSIONS;

(6) BROADCAST UNSUBSTANTIATED VIRUS WARNINGS FROM SOURCES OTHER THAN SYSTEMS ADMINISTRATORS; AND,

(7) DIRECTING MESSAGES TO LARGE AUDIENCES AND SENDING REPEATS OF THE SAME MESSAGES AS "REMINDERS."

D. ALL E-MAIL USERS MUST BE AWARE THAT REFERENCE B, SECTIONS 2-301.A(3) AND (4), ADDRESSES COMMUNICATIONS SECURITY ISSUES, AND ADVISES THEM: OF THEIR CONSENT TO MONITORING; OF RESTRICTIONS ON TRANSMITTING CLASSIFIED INFORMATION OVER UNSECURED COMMUNICATIONS SYSTEMS; OF PROHIBITIONS REGARDING RELEASE OF ACCESS INFORMATION SUCH AS PASSWORDS; AND OF THE NEED FOR CARE WHEN TRANSMITTING OTHER SENSITIVE INFORMATION. ARMY E-MAIL USERS SHOULD ABIDE BY THESE RESTRICTIONS TO ENSURE THAT SECURITY COMPROMISES DO NOT DISRUPT ARMY COMMUNICATIONS SYSTEMS.

E. USERS SHOULD SUBMIT COMPLAINTS ABOUT INAPPROPRIATE ELECTRONIC TRANSMISSIONS TO SYSTEMS ADMINISTRATORS OF E-MAIL SYSTEMS. SYSTEMS ADMINISTRATORS SHOULD INVESTIGATE COMPLAINTS AND DETERMINE THEIR VALIDITY. IF AN INAPPROPRIATE USE DID OCCUR, THE SYSTEMS ADMINISTRATOR WILL INFORM THE SOLDIER/EMPLOYEE'S IMMEDIATE COMMANDER/SUPERVISOR, WHO SHOULD CONSIDER APPROPRIATE DISCIPLINARY OR OTHER CORRECTIVE ACTION.

5. SUMMARY. ALL E-MAIL USERS ARE ENCOURAGED TO AVOID ELECTRONIC MESSAGES SENT TO LARGE GROUPS OF E-MAIL USERS THAT COULD BE BETTER TARGETED TO A SMALLER POPULATION. CONSCIENTIOUS USE OF ARMY E-MAIL SYSTEMS WILL AVOID OVERBURDENING COMMUNICATIONS SYSTEMS AND AVOID MAKING IT NECESSARY TO USE SCARCE ARMY RESOURCES TO ELIMINATE SERVICE DISRUPTIONS THAT COULD BE EASILY AVOIDED. COMMANDERS AND ACTIVITY HEADS SHOULD CONSIDER WHETHER LOCAL POLICIES ON THE USE OF E-MAIL NEED TO BE FORMULATED OR UPDATED TO IMPLEMENT THE GUIDANCE PROVIDED IN REFERENCES A THROUGH C, AND TO AVOID THE TYPES OF PROBLEMS DESCRIBED ABOVE.

APPROVED BY:
WILLIAM H. CAMPBELL, LTG, SAIS-ZA, 695-5503

OPERATIONS
SUPPORT DIRECTORATE

ROUTINE

ZYUW RUEDMCB6274 042142

R 111200Z FEB 97 11B

FM DFAS CENTER IND... IAPOLIS IN//DFAS-IN-AM//

O AIG 7406

AIG 7426

AIG 7446

AIG 7473

AIG 9181

AIG 9182

AIG 9184

AIG 12100

AIG 12525

UNCLAS

MSGID/GENADMIN/DFAS-IN-AM//

SUBJ/PAYMENT OF FEES FOR GUEST SPEAKERS, LECTURERS AND PANELISTS

/ACCOUNTING POLICY MESSAGE 97-30//

RMKS/

/

A. MEMORANDUM FROM THE DEPUTY SECRETARY OF DEFENSE, SUBJECT:
PAYMENT OF FEES FOR GUEST SPEAKERS, LECTURES, AND PANELISTS.

1. THE DEPUTY SECRETARY OF DEFENSE INCREASED THE THRESHOLD ON
HONORARIUMS OR FEES FROM 250 DOLLARS TO 500 DOLLARS. PLEASE PEN AND
INK PARAGRAPH 20-179, DFAS-IN 37-1 TO REFLECT THE CHANGE. THE
APPROVAL PROCESS TO REQUEST AN EXCEPTION REMAINS THE SAME.

2. POINT OF CONTACT IS VALERIE LINDSEY, DSN 699-6137 OR
317-543-6137.

// BT

DA WASH DC

ACTION: SASA(1)

INFO

DAAR(3) SAFM(2) DACS(16) DAEN(0) SAPA(1) DAJA(1)

DALO(3) DAMI(1) DAMO(2) DAPE(3) DASG(3)

SCB REVIEW(1) SAAG(1) SAAA(1) AOC-AHS(1) DAIM(2)

MPSC(3) DCSOPS SAT TERMINAL(

H-27

MCN=97042/17260

TDR=97042/14314

140-97042/1445Z

CDSN=MAD685

PAGE 1 OF 1
111200Z FEB 97

UNCLASSIFIED

Information Paper

DACS-GOM

1 June 1998

SUBJECT: Enlisted Aides—Do's and Don'ts

1. Purpose. To help answer numerous questions concerning the proper and appropriate use of enlisted aides.

2. Facts.

a. AR 614-200, Chapter 8, Section II, Paragraph 8.10, provides the underlying guidance for these recommended Do's and Don'ts. An extract of this regulation is enclosed.

b. The primary purpose of the Enlisted Aide Program is to assist general officers in the performance of tasks and details which, if performed by the officers, would be at the expense of their primary and official duties.

c. It is sometimes difficult to distinguish between official, non-official, and personal functions performed by enlisted aides. It is safe to say that duties performed by enlisted aides must relate to the military responsibilities of the general officer, and serve a necessary official purpose. Distinguishing between official and non-official purposes is not always easy. Duties performed by enlisted aides may be appropriate in one setting, but inappropriate in other settings. Again, the purpose of the following lists are to provide general guidance. This is not intended to be all-inclusive. As always, good judgement and common sense should prevail.

d. The following is a list of examples of duties that enlisted aides may be assigned in connection with military and official functions and duties:

(1) Assisting with the care, cleanliness, and order of assigned quarters, uniforms, and personal military equipment.

(2) Performing as point of contact in the officer's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.

(3) Helping to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners.

(4) Helping to purchase, prepare, and serve food and beverages in the officer's quarters.

(5) Maintaining financial records and budgets for official functions.

(6) Performing certain other tasks that aid the officer in accomplishing the officer's military and official responsibilities. Such tasks may include providing security for the quarters, performing errands for the officer, providing administrative assistance, supervising or performing maintenance on the

DACS-GOM

SUBJECT: Enlisted Aides---Do's and Don'ts

outside areas such as the lawn, flower gardens and shrubs, driveways, walkways, porches, and patios; when necessary to maintain the appearance of the quarters and grounds for official purposes.

e. The following are examples of duties that are not appropriate for enlisted aides to be assigned or perform:

(1) Maintenance of personal automobiles, including all types of repair, preventive maintenance, and cleaning services.

(2) Performing errands and doing laundry for family members and guests.

(3) Baby-sitting, providing supervision for minors, and caring for invalids.

(4) Providing care for pets, to include walking, grooming, and feeding.

(5) Transporting family members and guests when such transportation is not related to official or military duties of the officer.

(6) Preparing food for children's friends or for unofficial organizations on behalf of family members.

(7) Maintenance of personal property such as recreational equipment and vehicles, outdoor grills, or electronic equipment, and supplies and projects involving a hobby or personal avocation of the officer or family member.

(8) Any duties that contribute only to the personal benefit of the officer and have no reasonable connection with official responsibilities.

f. Further questions pertaining to enlisted aides should be directed to the Department of the Army Standards of Conduct Office, Office of the Judge Advocate General, at (703) 588-6715.

MR. Newtry 598-6713

Civilian Army
MAJ Atkinson/DSN 227-7994

Enlisted Assignments and Utilization Management
Enlisted aides on the personal staff of general officers

8.10 Enlisted aides on the personal staff of general officers

a. Certain general officers (GOs) are authorized enlisted aides on their staff to perform tasks and details which, if performed by the officers, would be at the expense of their primary military and official duties. The Chief of Staff, Army, is entitled to four enlisted aides. Other GOs in Government quarters are entitled to aides based on budget constraints and requirements of each GO position.

b. Enlisted aide duties must relate to the military and official duties of the GO and thereby serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the duties. In connection with military and official functions and duties, enlisted aides may perform the following (list not all inclusive, provided only as a guide):

- (1) Assist with care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.
- (2) Perform as point of contact (POC) in the GO's quarters. Receive and maintain records of telephone calls, make appointments, and receive quests and visitors.
- (3) Help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties and dinners.
- (4) Help to purchase, prepare and serve food and beverages in the GO's quarters.
- (5) Perform tasks that aid the officer in accomplishing military and official responsibilities, to include performing errands for the officer, providing security for the quarters, and providing administrative assistance.

c. Normally, enlisted aides hold PMOS 92G, however, soldiers with other PMOS may be assigned if requested by the GO.

d. Soldiers may volunteer for enlisted aide duty at anytime, and will remain in the pool of available soldiers, provided they meet the following prerequisites:

- (1) Possess a current food-handler's certificate (or be qualified for a certificate).
- (2) Be a graduate of the food service specialist course, or have like experience. Volunteers who have attended a culinary institute for 6 months or longer, even if a nongraduate, will be considered as having a civilian-acquired skill in MOS 92G.
- (3) Have at least 12 months of active service remaining.
- (4) Have a GT score of 90 or higher in aptitude area OF (operator and food).
- (5) Possess or be able to obtain a driving permit.
- (6) Have no information on record that may preclude a favorable SSBI. Must receive a favorable SSBI before assignment.

e. Enlisted aides serving on the GO's staff may be reassigned with the GO provided--

- (1) The GO so desires.
- (2) The enlisted aide is authorized in the new assignment.
- (3) PERSCOM's clearance is obtained.

f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations. However, enlisted aides must voluntarily waive entitlements in AR 614-30.

g. There is no formal training for the Enlisted Aide Program. However, soldiers holding PMOS 92G will be awarded ASI "Z5," otherwise the ASI will be displayed as DMOS.

h. Soldiers may voluntarily withdraw from duty as an enlisted aide at anytime. They may also be involuntarily removed and will have ASI "Z5" withdrawn.

GUIDELINES FOR REQUESTING DOD HONOR GUARDS AND MUSICAL SUPPORT

The Department of Defense welcomes opportunities to participate in community events. However, public law, funding requirements, and unit availability limit military performances, especially by bands, in the civilian domain.

Military units may participate in a variety of events. These include non-federal government events such as state governor inaugurals, state/county/city/town-sponsored parades, and dedications of government buildings and structures.

Military units may also perform in non-governmental public events. However, these events must be of general interest or benefit to the community. Such events include civic group-sponsored Memorial Day services, color guards for the national anthem at sporting events, and Fourth of July concerts in town parks. Events that benefit only a particular element of a community do not qualify. For example, military installations would not approve a band concert for members of a country club or a color guard at a store opening. Military units may not perform at events in which admission, seating, accommodations, and facilities are not available to all regardless to sex, race, or creed. In addition, military units may not appear to endorse, directly or indirectly, any private individual, corporation, religion, political or fraternal organization.

Military bands operate under additional restrictions. They may perform in public concerts, march in parades, and play 15-20 minute patriotic openers for civic events such as non-partisan patriotic rallies, veterans association conventions, and national holiday observances. However, Title 10 U.S. Code prevents bands from playing dance, dinner, background, and other social music. In addition, limited resources and DoD's policy of supporting as many separate events as possible permit only one band and/or choir to perform at an event. The Military Services reserve the right to cancel support to sponsors who have scheduled more than one of these musical units.

Military units ordinarily do not perform at fundraising events. This policy, which is government-wide, simply reflects the DoD's inability to support the many extremely worthwhile charities in our Nation. Installation commanders who are willing to support all charities that request support and meet predetermined written criteria may do so. However, most installations do not provide military support because of resource constraints, and they may not grant exceptions to policy to individual charities because that constitutes selective benefit.

Event sponsors must pay for all costs associated with military participation because DoD units do not receive funding for community relations activities and may not charge for admission to their performances. Sponsor costs include meals, lodging, incidental expenses, and transportation to and from the event site if it is located beyond the range of the installation motor pool.

Event sponsors may not charge admission or another type of fee when military units are the primary attraction except to defray the costs of using the event site. However, admission may be charged for events where military participation is incidental to the event (i.e. would the event have occurred without military support). Examples of incidental participation include color guards at sporting events and patriotic openers at widely attended dinners (patriotic openers usually consist of 15-20 minutes of military/patriotic music culminating with the national anthem).

Governmental agencies and other groups should forward requests for military support to the Public Affairs Office of the nearest installation. Our experience has been that local military support provides the event sponsor maximum flexibility and greatly reduces any associated costs. Sponsors should submit requests no sooner than 90 days and no later than 30 days before most events. Exceptions include Veterans Day, Memorial Day, and the Fourth of July due to the intense demand for military support on those holidays. Requests should be sent in letter form, and they should include the following information:

- a. Sponsoring organization and name, address, and phone number of its point of contact.
- b. Brief explanation of the event to include time, date, and location.
- c. Desired military support.
- d. Willingness to pay for any additional costs to the government.
- e. Any admission, parking and other charges.
- f. Is the event being used to raise funds.
- g. Any restrictions on organization membership and who may attend the event.

Please refer any questions that cannot be answered by the nearest military public affairs office to the Directorate for Programs and Community Relations, ATTN: Veterans and Bands Officer, at (703) 695-2036, FAX 697-2577.

FOR DODI 5410.19 (LIFTED STRAIGHT OUT OF THE FEB 12, 1997 MESSAGE TO ALL USDAOs AND SELECTED EMBASSIES, IE NO NEED TO REVISE WHAT HAS ALREADY BEEN APPROVED THROUGH THE PDASD-LEVEL)

- a. Military units may provide to U.S. embassies musical and ceremonial support that is consistent with public law, DoD directives and instructions, and does not conflict with assigned missions.
- b. Requesting embassies are responsible for all additional costs associated with dod support. These costs include, but are not limited to, meals, lodging, translators, and all transportation. Dod units will attempt to minimize costs, especially transportation to and from the country in which the embassy is located, but funding remains an embassy responsibility.
- c. Request procedures:
 - 1. Embassies may request support directly from locally stationed U.S. military units.
 - 2. Embassies in the former Soviet Union and within U.S. European Command's geographic area of responsibility may coordinate directly with any of the bands assigned to that Command.
 - 3. Embassies in nations located within the geographic area of responsibility of a Unified Combatant Command must submit all requests for musical and ceremonial support not addressed in subparagraphs c.1 and c.2 above to the Unified Combatant Command's public affairs office.
 - 4. Embassies in nations not located within the geographic area of responsibility of a Unified Combatant Command must submit all support requests not addressed in subparagraphs c.1 and c.2 above to OASD(PA):DPCR, ATTN: Veterans and Bands Officer.
- d. Embassies may not coordinate directly with U.S. military units located in the United States and its territories. These units require OASD(PA) approval to support embassy requests. OASD(PA) approval is contingent upon Unified Combatant Command endorsement, if applicable, and the lack of available in-theater assets. Funding requirements cited in paragraph b above also apply. Military services and subordinate commands located in the United States and its territories will refer all requests for overseas musical and ceremonial support to the appropriate Unified Combatant Command or to OASD(PA), if an embassy is not within a geographic area of responsibility.
- e. Approval procedures for the national guard bureau's overseas band program differs from paragraph c only in that Unified Combatant Commands submit their requests for band support to national guard public affairs. National Guard public affairs evaluates the requests and then submits its recommended annual program of 6-8 band trips to oasd(pa) for approval.
- f. Overseas tours by U.S.-based units will not normally exceed 15 days. Tours to single locations will not normally exceed 7 days. Tours should consist of a minimum of two daily performances, particularly in public venues, except on travel days. In addition, embassies should maximize the value of these tours to DoD and the Department of State by arranging radio and/or television appearances as well as performances at U.S. military installations.

1. THE PURPOSE OF THIS MESSAGE IS TO CLARIFY DOD POLICY REGARDING OCONUS PERFORMANCES BY MUSICAL UNITS (BANDS AND CHORUSES).
2. OATSD(PA) IS THE APPROVAL AUTHORITY FOR ALL OCONUS TRAVEL (LESS HAWAII AND ALASKA) BY MUSICAL UNITS LOCATED IN THE UNITED STATES AND ITS DEPENDENCIES. UNIFIED COMMANDERS ARE THE APPROVAL AUTHORITIES FOR MUSICAL SUPPORT WITHIN THEIR AREAS OF GEOGRAPHIC RESPONSIBILITY THAT USES IN-THEATER ASSETS.
3. MILITARY SERVICES AND SUBORDINATE COMMANDS LOCATED IN THE UNITED STATES AND ITS DEPENDENCIES WILL REFER ALL REQUESTS FOR OCONUS MUSICAL SUPPORT TO THE APPROPRIATE UNIFIED COMMANDER OR TO OATSD(PA) IF THE NATION TO BE VISITED IS NOT ASSIGNED TO A UNIFIED COMMAND.
4. REQUESTS FOR OCONUS MUSICAL SUPPORT MAY BE APPROVED ONLY IF:
 - A. THE REQUEST IS SENT TO THE UNIFIED COMMAND OR OATSD(PA), AS APPROPRIATE.
 - B. THE UNIFIED COMMAND EVALUATES THE REQUEST AND, IF IT MEETS SUPPORT CRITERIA, TASKS IN-THEATER ASSETS. IF NO IN-THEATER ASSETS ARE AVAILABLE AND THE EVENT IS SUFFICIENTLY IMPORTANT TO WARRANT SUPPORT, THE UNIFIED COMMANDER WILL FORWARD THE REQUEST TO OATSD(PA) FOR EVALUATION AND APPROVAL.
 - C. OATSD(PA) EVALUATES THE REQUEST AND, IF APPROVED, FORWARDS IT TO THE APPROPRIATE MILITARY SERVICE FOR ACTION.
5. APPROVAL PROCEDURES FOR THE NATIONAL GUARD BUREAU'S OCONUS BAND PROGRAM DIFFERS FROM PARAGRAPH FOUR ONLY IN THAT UNIFIED COMMANDERS SUBMIT THEIR REQUESTS FOR BAND SUPPORT TO NATIONAL GUARD PUBLIC AFFAIRS. NATIONAL GUARD PUBLIC AFFAIRS EVALUATES THE REQUESTS AND THEN SUBMITS ITS RECOMMENDED PROGRAM OF BAND TRIPS TO OATSD(PA) FOR APPROVAL.
6. OCONUS TOURS BY US-BASED MUSICAL UNITS WILL NOT NORMALLY EXCEED 15 DAYS. TOURS TO SINGLE-LOCATIONS WILL NOT NORMALLY EXCEED 7 DAYS.
7. ANY SITUATION NOT COVERED BY THE FOREGOING GUIDANCE SHOULD BE IMMEDIATELY BROUGHT TO THE ATTENTION OF OATSD(PA):DPCR, LTC KAPLAN, CMCL (703) 695-2036/6795, FOR RESOLUTION.

XX. DoD Support to Congressional Activities:

- a. DoD support to Congressional activities must comply with the provisions of this Directive. This support normally includes speakers, color guards, and patriotic openers.
- b. Official events must be sponsored solely by a member of Congress, the U.S. Senate, or the House of Representatives and be paid for with appropriated funds.
- c. The Military District of Washington has the responsibility for coordinating all support requests for Congressional activities in the National Capital Region. Services and other DoD agencies will forward such requests to the Military District of Washington, ATTN: Director for Ceremonies and Special Events.
- d. Additional policy guidelines on DoD support to Congressional activities are in enclosure 8 of reference (c).

DODI 5410.19
Enclosure 8

F. DoD Support to Congressional Activities:

1. DoD support to Congressional activities must comply with the provisions of this Directive. This support normally includes speakers, color guards, and patriotic openers.
2. Official events must be sponsored solely by a member of Congress, the U.S. Senate, or the House of Representatives and be paid for with appropriated funds. Musical support for official events need not be restricted to only a patriotic opener and/or a choral group. However, requests for other musical support must be submitted to OASD(PA) for approval. Official events do not qualify for military escorts, ushers, attendants, or similar personnel support.
3. The Military District of Washington has the responsibility for coordinating all support requests for Congressional activities in the National Capital Region. Military Services and other DoD agencies will forward such requests to the Military District of Washington, ATTN: Director for Ceremonies and Special Events. The Military District of Washington will submit all Congressional support requests to OASD(PA) for review.

9-10-1998 4:32PM

FROM

P. 2

Sep-10-98 03:09P
09/10/98 13:57

LTC Andy K. Hughes (256) 842-2432
3813 328 3629 USSUCOM SUJA
OFFICE OF THE SECRETARY OF DEFENSE
1980 DEFENSE PENTAGON
WASHINGTON, DC 20301-1980

P.03
61002



ADMINISTRATION AND
MANAGEMENT

August 28, 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Printing of Business Cards

In the past, business cards were considered to be inherently personal in nature and could be obtained by government employees only at their own expense. The Department of Justice has issued an opinion that provides the heads of Executive Agencies the authority to determine whether and to what extent appropriated funds may be used to provide business cards for employees where their use would facilitate mission-related business communications.

Based on this determination, Department of Defense policy is modified to permit the printing of business cards, using existing software and agency-purchased card stock, for use in connection with official activities when the exchange of cards would facilitate mission-related business communications (as distinct from the extension of a social or business courtesy).

Accordingly, addressees may authorize the printing of business cards for those organizations or positions under their cognizance that require business cards in the performance of their official functions. This authority may be delegated to subordinate management officials at general or flag rank and civilian members of the Senior Executive Service.

Employees should be reminded that cards obtained under this authority are to be used only for official business purposes.

D. O. Cooke
Director



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
WASHINGTON, D.C. 20310-0105

1 October 1998

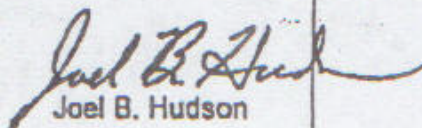


MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,
DEPARTMENT OF THE ARMY

SUBJECT: Printing of Business Cards

In the past, business cards were considered personal in nature and purchased at the employee's expense. A recent Department of Justice opinion states that agency heads have the authority to determine whether and to what extent appropriated funds may be used in providing business cards for employees. As a result, the Department of Defense has modified its policy to permit the in-house printing of business cards using existing software and agency purchased card stock. Business cards produced in the organization under this authority should contain only the necessary business information. Card stock will be available in limited quantities through the DSS-W, SSSC stores starting in November 1998, and most word processing software provides for the printing of business cards. However, in the event that an organization does not have such software, it should not be purchased using this policy as authority. Color or customized business cards should be purchased at the employee's expense.

The authority to approve the commercial printing of business cards is delegated to general officers and civilian members of the Senior Executive Service. Commercially procured business cards for employees may be approved only when the use of those business cards is required in the performance of their official duties and to facilitate mission-related business communications. Within the Army, only investigators and recruiters generally fall within this category.


Joel B. Hudson



DEPARTMENT OF THE ARMY
OFFICE OF THE GENERAL COUNSEL
104 ARMY PENTAGON
WASHINGTON DC 20310-0104
December 7, 1998

MEMORANDUM FOR STANDARDS OF CONDUCT OFFICE, DEPARTMENT
OF THE ARMY

SUBJECT: Christmas Cards

You asked whether appropriated funds could be used to purchase holiday greeting cards. Your question has arisen in response to a recent Comptroller General opinion that overturned a series of prior Comptroller General opinions, and found that obtaining business cards for government employees who regularly deal with the public could be a "necessary expense" for purposes of using government operations and maintenance appropriations. B-280759 (November 5, 1998). Several commanders have asked your office whether this opinion could be read to permit the purchase of holiday greeting cards. The answer to your question is that appropriated funds may not be used to purchase holiday greeting cards.

The recent Comptroller General opinion, and the Office of Legal Counsel opinion on which it is based, rest upon the recognition that business cards are used in the modern world to provide telephone numbers, office addresses, e-mail addresses, and other information useful in maintaining business communications. Business cards are no longer used primarily as calling cards, a personal social formality. The Comptroller General has repeatedly refused to permit the use of appropriated funds for holiday greeting cards, based on the premise that holiday greeting cards are primarily individual good will gestures and not part of a general effort to improve the work environment or accomplish agency business. B-247563.4 (December 11, 1996); 67 Comp Gen 87 (November 17, 1987); 64 Comp Gen 382 (March 20, 1985). We are aware of no social changes that would cause us to believe that Comptroller General might change his position on holiday greeting cards.

Matt Reres
Deputy General Counsel
(Ethics & Fiscal)



GENERAL COUNSEL

GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
1800 DEFENSE PENTAGON
WASHINGTON, D. C. 20301-1600

14 JUN 1997

Ms. Lorraine Lewis
General Counsel
U.S. Office of Personnel Management
Washington, D.C. 20415-0001

Dear Ms. Lewis:

This responds to your letter of April 11, 1997, which asks whether DoD has authority or internal policy permitting federal civilian employees who are either National Guard members or military reservists to use official time and Government equipment for Guard or Reserve duty purposes.

This issue, the appropriate use of government resources, is governed principally by fiscal law. Since the National Guard and Reserve forces are part of the Department of Defense, support of these activities, even by our civilian personnel, does not violate the Purpose Statute (31 U.S.C. 1301).

Additionally, this matter is also addressed by regulations governing the standards of conduct. Section 2635.704 of title 5, Code of Federal Regulations, prohibits employees from using Government property for other than authorized purposes. "Authorized purposes" are further defined to include those purposes that are authorized by statute or regulation. (5 C.F.R. § 2635.704(b)(2)). Use of official time is similarly restricted to the performance of official duties, unless authorized for other purposes by law or regulation. (5 C.F.R. § 2635.705).

One such regulation is 5 C.F.R. § 251.202, which permits an agency to provide support services to organizations when the agency determines that such action would benefit the agency's programs or be warranted as a service to employees who are members of the organization. Such support includes the use of agency facilities and communications systems.

Section 251.202 is intended to permit agencies to provide official support for their employees, who, in their personal capacities, engage in professional associations or community groups that benefit the agency or the employee. For example, in



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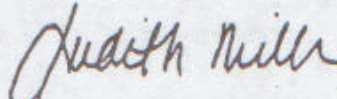
the Department of Defense, section 3-300(b) of the Joint Ethics Regulation (DoD 5500.7-R, enclosed) allows supervisors to authorize limited support, including official time, to employees who participate in professional associations and community support activities.

While the National Guard and Reserve are not usually considered professional associations or community activities, they also provide benefits to the agency, employee, and community that may warrant official support. Indeed, recognizing that the National Guard and Reserve are officially promoted by the federal Government and contribute to the national defense, it would be difficult for a federal agency to authorize support for private organizations, yet withhold similar support for its employees who are members of the National Guard or Reserve.

I trust you will find this useful in your response to Senator Murray. For your information, Secretary Cohen has responded to a similar request from Senator Murray. A copy of his response is attached.

If you have additional questions, please contact Stephen Epstein of this office at (703)695-3422.

Sincerely,



Judith A. Miller

Enclosures